



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

March 2, 2007

**MEMORANDUM**

TO: State Board of Education

FROM Kathleen N. Straus, President

SUBJECT: Approval of Revised Criteria for the Dorothy Beardmore Service to Education Award

At the February 13, 2007, State Board of Education meeting I appointed a Board Committee to review the criteria for the Dorothy Beardmore Service to Education Award, and make recommendations to for the Board's consideration.

The Committee members include Nancy Danhof, Marianne McGuire, Casandra Ulbrich. The Committee, along with Jean Shane, Eileen Hamilton, and Marilyn Schneider met on February 28 to review the nomination packet for the award. Several modifications have been made in the packet (Exhibit A). The major change in the criteria is the new emphasis of the nominee's volunteer activities.

Although the Board has been provided the entire nomination packet, the only action required is the approval of the selection criteria.

It is recommend that the State Board of Education approve the selection criteria for the Dorothy Beardmore Service to Education Award as attached to the President's memorandum dated March 2, 2007.

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • JOHN C. AUSTIN – VICE PRESIDENT  
CAROLYN L. CURTIN – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER  
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# **Dorothy Beardmore Service to Education Award**

## **Michigan State Board of Education**

### **Operations Manual**

#### **2007**

**A. Title of the Award:** Dorothy Beardmore Service to Education Award

**B. Purpose of the Award**

To honor a person for:

1. providing leadership in developing education policy; or positively impacting the education system; or
2. contributing to the improvement of education through involvement on local, state, or national commissions, task forces, or significant leadership or community organizations; or
3. volunteering at the local, state, or national level.

**C. Selection Criteria**

The nominee:

1. is an exceptionally knowledgeable individual dedicated to improving education (e.g. local board member, Parent/Teacher Association member, policymaker);
2. goes above and beyond the call of duty;
3. is supportive of the learning environment;
4. is recognized for his/her active and useful role as a volunteer.

**D. Nomination Process**

1. Nominations may be initiated by: school administrators, supervisors, teachers, students, former students, community members, colleagues, parents, education related organizations such as PTA/PTO, Michigan Student Council Association, MASB, MASA, MAISA, MSBO, MANS, and community organizations, etc.
2. The nomination portfolio should include:
  - a) a completed nomination form (see Attachment A);
  - b) a copy of the nominee's current resume;
  - c) an essay that provides examples of the nominee's performance as a volunteer in one or more of the following areas (the essay may not exceed two pages double-spaced using no smaller than 12-point type and one-half inch margins):

- (1) leadership in developing education policy,
    - (2) positively impacting the education system, or
    - (3) contributing to the improvement of education through involvement on local, state, or national commissions, task forces, or other significant leadership or community organizations; or
    - (4) volunteering at the local, state, or national level.
  - d) a minimum of three and a maximum of five one-page letters of support from teachers, students, former students, community members, board of education members, colleagues, and others that demonstrate why this person deserves this award.
3. The complete original nomination portfolio must be **received** by the State Board of Education **by May 11, 2007**. Please do not use folders, notebooks, report covers, or other materials that add to the expense of mailing and copying.

Eileen Hamilton  
State Board of Education Office  
Fourth Floor, John A. Hannah Building  
608 West Allegan  
P.O. Box 30008  
Lansing, Michigan 48909  
517/373-3900

**E. Selection Process**

1. The selection process will involve a panel including members of the State Board of Education and Michigan Department of Education staff.
2. Members of the panel should NOT include individuals who know the nominee either personally or professionally.

**F. Recognition**

Recognition will occur at a State Board of Education meeting.

**G. Symbol of Recognition**

1. A special award will be presented to the recipient of the Dorothy Beardmore Service to Education Award.
2. The nominees who are not chosen for the award will receive a letter of recognition from the State Board of Education President.

**H. Time Line**

See Attachment B.

**I. Checklist for Submitting a Dorothy Beardmore Service to Education Award Nomination**

See Attachment C.

**Dorothy Beardmore Service to Education Award  
Nomination Form  
2007**

County \_\_\_\_\_

**Nominee Information**

Name \_\_\_\_\_

Organization/Location  
of Volunteer Activity \_\_\_\_\_

Address \_\_\_\_\_  
(street)

\_\_\_\_\_  
(city, zip code)

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Total Years of  
Volunteerism \_\_\_\_\_

**Nominator Information**

Name of Nominator \_\_\_\_\_

Relationship to Nominee \_\_\_\_\_

Nominator's Email  
Address \_\_\_\_\_

Nominator's Phone  
Number \_\_\_\_\_

Signature and title of  
nominator \_\_\_\_\_

Date \_\_\_\_\_

**2007 Dorothy Beardmore  
Service to Education Award  
Timeline**

- March 28**                      News/web release announcing the award
- E-mail announcement to school administrators, supervisors, teachers, students, former students, community members, colleagues, parents, education related organizations such as PTA/PTO, Michigan Student Council Association, MASB, MASA, MAISA, MSBO, MANS, and community organizations, etc.
- Award guidelines and form accessible on the Michigan Department of Education web site.
- May 11**                        Nomination portfolios due to:
- Eileen Hamilton  
State Board of Education Office  
Fourth Floor, John A. Hannah Building  
608 West Allegan  
P.O. Box 30008  
Lansing, Michigan 48909  
517/373-3900
- May 21-24**                   Selection panel meets to review portfolios and select awardee
- June 12**                      Announcement of the awardee at the State Board of Education meeting

## **Checklist for Submitting a Complete 2007 Dorothy Beardmore Service to Education Award Nomination**

The complete nomination portfolio will include:

Completed nomination form

Nominee's current resume, including

- a) volunteerism history
- b) awards and other recognition received
- c) membership in organizations

An essay describing the nominee. The essay should not exceed two pages double spaced using no smaller than 12-point font and half-inch margins. The essay should provide examples of the nominee's performance in the following areas:

- a) providing leadership in developing education policy; or positively impacting the education system; or
- b) contributing to the improvement of education through involvement on local, state, or national commissions, task forces, or significant leadership or community organizations; or
- c) volunteering at the local, state, or national level.

A minimum of three and a maximum of five one-page letters of support from teachers, students, former students, community members, local board of education members, colleagues, and others.

Questions regarding the nomination process may be addressed to:

Eileen Hamilton  
State Board of Education Office  
P.O. Box 30008  
Lansing, Michigan 48909  
517/373-3900  
hamiltone@michigan.gov